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High School course see p. 35

HIGH SCHOOL VISITOR.



ROODHOUSE
CITY SCHOOLS.

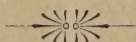
~~1899-1900.~~

1902 - 1903.



MANUAL
OF THE
Roodhouse City Schools.

CONTAINING
Rules, Regulations,
AND
Course of Study.



Revised and Adopted by
The Board of Education,

September, 1899.

BOARD OF EDUCATION.

Members.

J. W. STARKEY,	-	-	-	term expires 1902
J. TODD,	-	-	-	" " 1902
J. W. ROODHOUSE,	-	-	-	" " 1901
G. H. RONEY,	-	-	-	" " 1901
C. ROGERS,	-	-	-	" " 1900
W. H. AINSWORTH,	-	-	-	" " 1900

Officers of the Board.

H. C. WORCESTER, President. J. W. STARKEY, Secretary.

Standing Committees.

Building and Grounds,	-	RONEY, TODD, ROGERS.
Finance,	-	AINS WORTH, STARKEY, RONEY.
Supplies,	-	STARKEY, TODD, ROGERS.
Visitation and Discipline,	-	ENTIRE BOARD.

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◎ TEACHERS=1899=1900. ◎

Harvey White

~~W. H. SKINNER~~, Superintendent.

High School.

~~H. T. WHITE~~, *Q. C. Bolman*

Principal.

~~ANNIE EBY~~, *Amy Secor Davis*

First Assistant.

Washington School.

MATTIE YOUNG,	-	-	-	Eighth Grade.
BELLE SHORT,	-	-	-	Seventh Grade.
CELIA SAWYER,	-	-	-	Sixth Grade.
LOVE GOOD,	-	-	-	Fourth and Fifth Grades.
CORA JONES,	-	-	-	Second and Third Grades.
EUPHEMIA SHIELD,	-	-	-	Primary.

Jefferson School.

JESSIE POPE, Principal,	-	-	-	Fourth and Fifth Grades.
EVA POST,	-	-	-	Third Grade.
ADA HOPKINS,	-	-	-	Second Grade.
NANNIE WIESER,	-	-	-	Primary.

PREFACE.

Education is wisely described as a growth. As the education of the boy or girl progresses with each year of development, so educational methods and systems develop from year to year. The revision of the school course of study from time to time is the truest evidence that the school officers desire to keep abreast of the leading educational ideas of the day. A course of study framed according to the best educational aims and methods means a broader outlook for the school, the development of a higher type of boyhood and girlhood as the child advances through the various grades, and more practical views of life and duty in every department of experience affected by the school. The present highest aim of education is character-building, and the mere acquisition of knowledge is made subservient to that grand aim. Year after year the school is being linked more closely with the home and all the associations of real life, and the co-operation of teachers, parents and school officers becomes more and more important as the real aim of education is more thoughtfully considered. This revision of the course of study of the Roodhouse City Schools is intended to place the school in closer touch with the home, and to promote the heartiest sympathy between parents and teachers, and the most liberal co-operation of patrons and school officers. These related interests working in the closest harmony assure better schools, and better schools will produce a generation of men and women with higher ideas of morality, sounder views of real experience, greater working power, and nobler motives and aspirations.

RULES AND REGULATIONS
FOR THE
ROODHOUSE CITY SCHOOLS.

ARTICLE I.

GENERAL RULES.

SECTION 1. SCHOOL TERM: The school year shall be divided into two terms as follows: First term commencing first day of September and ending at Christmas. Second term commencing after New Year's day and continuing until the close of school.

SECTION 2. HOLIDAYS: The school holidays shall be Thursday and Friday of Thanksgiving week, and from Christmas to New Year's Day inclusive.

SECTION 3. DAILY SESSIONS: There shall be two daily sessions; the first shall begin at 9 a. m. and close at 12 m. The second shall begin at 1:15 p. m. and close at 4:15 p. m. Lower grades may be dismissed earlier by the consent of the Superintendent.

SECTION 4. BELLS: The bell shall be rung at 8:30 a. m., and at 1 p. m. for the admission of pupils, and shall be struck at such other times as the Superintendent may direct.

SECTION 5. INTERMISSION: There may be an intermission

of fifteen minutes in each session, to-wit, from 10:30 to 10:45 a. m., and 2:45 to 3:00 p. m.

SECTION 6. COMPLAINTS: Pupils are responsible to their respective teachers, assistant teachers to the Superintendent, and the Superintendent to the School Board. Therefore all complaints against assistant teachers should be made to the Superintendent, and all complaints against the Superintendent should be made to the Board. No parent or guardian will be permitted to enter the school room while school is in session to prefer complaints.

SECTION 7. NON-RESIDENT PUPILS: Non-resident pupils may be admitted to these schools provided they present to the Superintendent, on entering, a receipt for the tuition of that term signed by the Secretary of the Board. The rate of tuition in the High School is twenty dollars per year; in the lower grades, sixteen dollars per year. If the pupil is unable to attend the full time, a proportionate part of his tuition will be refunded.

SECTION 8. BEGINNING CLASSES: New classes shall be formed in the Primary Department only at the beginning of each term, and the first Monday in March.

SECTION 9. PROMOTION: The regular promotion of classes shall occur twice per year, at the close of each school term; but the Superintendent may promote special pupils or classes whenever he and their teacher may think them qualified.

SECTION 10. CONDITIONS FOR PROMOTION: Pupils may be excused from written examination to determine promotion, in case both teacher and Superintendent agree that they are prepared for the work of the higher grade. If either teacher or Superintendent should doubt the fitness of the pupil for promotion, such pupil must pass the examination. Seventy-five per cent shall be the passing grade on any given subject, but a general average of eighty per cent shall be necessary for promotion—daily work and examination taken into consideration providing the deportment is ninety per cent.

SECTION 11. MONTHLY REPORTS TO PARENTS: It shall be

the duty of each teacher to make out and send to the parent or guardian of each pupil in his or her room a monthly report. This report shall be a careful estimate of the pupil's work in his several studies during the month—estimates of his work being based on the fidelity and progress of the pupil in the assigned work of the month, and also upon the success with which he has met the various oral and written tests. The scale for these estimates shall be as follows: 100, perfect; 90 to 100, excellent; 80 to 90, good; 75 to 80, passable; below 75, failure. This report shall also include an account of the pupil's attendance, absence, tardiness and deportment.

SECTION 12. EXAMINATION FOR PROMOTION: All oral or written examinations for the promotion of pupils must be directed by the Superintendent—the questions being either made out or approved by him before given to the pupils. He shall also examine the teacher's monthly estimates and give such instruction and assistance as may be necessary to secure uniformity in grading.

ARTICLE II.

RULES FOR THE GOVERNMENT OF THE BOARD.

SECTION 1. The Board of Education shall meet at least once in each month for the transaction of business, and at such other times as the needs of the district may require.

SECTION 2. The regular meetings of the Board of Education shall be held on the first Monday evening in each and every month, at such hour and place as the President shall direct. Special meetings of the Board shall be called by the President or Secretary at the written request of one member.

SECTION 3. At the first regular meeting after the election in April in each and every year, the Board of Education shall organize by the election of one of their number as Secretary, who shall hold office until the election and qualification of the new members of the Board of Education, and shall perform the

customary duties of such officer in deliberative and legislative bodies.

SECTION 4. A majority of the Board of Education (four members without the President) shall constitute a quorum to do business, which shall be transacted according to present parliamentary usage.

SECTION 5. The President shall, at the first meeting after the election of members of the Board of Education in April in each and every year, appoint the following Standing Committees of three members each:

1. A Committee on School House and Grounds.
2. A Committee on Finance.
3. A Committee on Supplies.

Which said several committees shall be charged with the duties indicated by their titles.

The first Committee shall have control of the school house and premises, and shall from time to time recommend to the Board of Education such repairs or improvements as they may think necessary in connection with school property of whatever kind belonging to the district.

The second Committee shall make estimates of the amount deemed necessary for the current expenses of the coming school year, and report the same to the Board of Education at a regular meeting in each and every year. They shall also audit all bills presented to the Board.

The third Committee shall ascertain and purchase all the supplies that are needed for the proper running of the schools.

In addition the entire Board of Education shall constitute a Committee on Visitation and Discipline, whose duty it shall be to visit the schools at least once a month and to decide all questions of discipline presented by the Superintendent.

SECTION 6. The following may be the order of business:

1. Reading Minutes of the last meeting.
2. Petitions and communications.
3. Reports of Committees, to be called in their order.
4. Reports and suggestions from the Superintendent.
5. Unfinished business.
6. Miscellaneous matters.

SECTION 7. The seal of the Board of Education of Roodhouse District No. 7, Township No. 12, Range Nos. 11 and 12, together with the signatures of the President and Secretary, shall be attached to all instruments of writing authorized by the Board requiring authentication and such seal and signatures so attached shall be taken as evidence of the action of the Board in the premises.

ARTICLE III.

DUTIES OF SUPERINTENDENT.

SECTION 1. The Superintendent shall serve under the direction of the Board of Education, and so far as pertains to the general school management and discipline, he shall be held responsible for the enforcement of the rules and regulations. He shall have the general supervision of all the schools, school houses and premises. Where there are no rules for government he shall have discretionary powers.

SECTION 2. GRADING, TEXT BOOKS, ETC.: He shall superintend the grading and classification of the several departments; see that judicious programs of study and recitations are provided, and that the teachers systematically observe them; direct the modes of discipline and instruction; maintain a uniform system of text-books, school records and reports, and shall enact such special rules—subject to the approval of the Board—for the government of the school, as shall conduce to their highest success.

SECTION 3. OVERSEE TEACHERS AND JANITORS: He shall visit each of the departments as often as his duties will permit; carefully observe the teaching and discipline of each teacher, and shall make such suggestions and give such instructions to the teachers as he shall deem best calculated to increase their efficacy as instructors. He shall, moreover, report to the Board when he finds a Teacher deficient or incompetent in the discharge of his or her duties. He shall also have direction of the Janitors, who shall perform such duties as are herein or may hereinafter be prescribed.

SECTION 4. SUBSTITUTES: In case of sickness or temporary absence of any teacher, he shall procure a proper substitute, subject to the approval of the Board. In no case shall the teacher engage a substitute without the advice of the Superintendent. The substitute shall be paid by the teacher for whom he is employed at the same rate per day as he himself is receiving.

SECTION 5. MONTHLY REPORTS: He shall report to the Board at the end of each month, for each department: (1.) The enrollment. (2.) Average daily attendance. (3.) Per cent of attendance. (4.) Number of tardinesses, and any other information that the Board may require.

SECTION 6. ANNUAL REPORT: He shall annually prepare a report containing such facts and statistics, in reference to the several departments of the school, as may be of interest to the community.

SECTION 7. ATTEND MEETINGS: He shall attend all the regular meetings of the Board, and shall keep them constantly informed of the conditions of the schools, and the changes required in the same.

SECTION 8. DISCIPLINE: He shall investigate all cases of discipline or misconduct reported to him by teachers, parents or guardians.

SECTION 9. RECORDS: He shall see that each teacher keeps correct records and makes the required reports.

SECTION 10. OFFICE HOURS: He shall be at the school house in the morning and afternoon fifteen minutes before the regular time prescribed for commencing school.

SECTION 11. TEACHERS' MEETINGS: He shall hold meetings of all the teachers for the discussion of matters relating to the school and for mutual improvement at least once in each month.

SECTION 12. POWER TO SUSPEND PUPILS: He shall have power to suspend any pupil for gross misconduct, persistent violation of rules, or resistance of teacher's authority, reporting the same to Board.

SECTION 13. RESPONSIBLE FOR GOVERNMENT: As he is held responsible for the government, mode of instruction and character of the schools, the Board will consult him before selecting any assistant teacher or teachers.

ARTICLE IV.

DUTIES OF TEACHERS.

SECTION 1. ELECTIONS AND QUALIFICATIONS: Teachers shall be elected annually, and shall hold office for one year unless removed sooner by a majority vote of the Board. Superior qualifications as to moral character, literary attainments, industry and practical skill shall be regarded in their employment and continuance.

SECTION 2. DEPARTMENT: Teachers elected by the Board may be required to teach in any department which, in the judgment of the Board and Superintendent, the best interests of the schools may demand.

SECTION 3. ACCEPTANCE: Teachers, on being notified of their election, shall signify their acceptance in writing within ten (10) days after receiving notice; otherwise their places may be declared vacant.

SECTION 4. DUTIES OF TEACHERS: It shall be the duty of all teachers to make themselves acquainted with the rules pre-

scribed by the board, and to observe and enforce them, so far as they relate to their several departments; to prepare a program of daily recitations at the beginning of each term, and to observe the same systematically and punctually; to preserve order in their respective rooms; to watch studiously over the morals, habits, character and deportment of their pupils, and strive to cultivate and improve them; to restrain all improper speech and conduct; to report all cases of gross misconduct to the Superintendent for his counsel and direction; to endeavor, by courteous deportment, to gain the influence and co-operation of parents in sustaining the teacher's authority and government over the children; and, so far as practicable, to govern pupils by moral influence of kindness and by appeals to the nobler principles of their nature.

SECTION 5. EARLY ATTENDANCE: All teachers shall be in their respective rooms at 8:30 o'clock in the morning and 1 o'clock in the afternoon. Those not present at this time shall report themselves tardy. They shall begin immediate preparation for their day's work and shall refrain from everything which does not tend to the advancement of their pupils. They shall begin and dismiss school promptly at the time indicated.

SECTION 6. RECESS AND INTERMISSION: They shall exercise a careful supervision over the pupils during recess and intermission; they shall act as monitors for the halls and allow no loud communication therein; they shall not permit disorder, unnecessary noise or rude conduct in their rooms or on the school grounds at any time.

SECTION 7. RECORDS AND REPORTS: They shall keep a faithful record of the work in each class, and such other records as the Superintendent may desire, and shall send all these, together with schedules and monthly reports, to the Superintendent for inspection, within one week from the close of each school month. All work upon class books and reports, except the daily record, must be done outside of school hours. At the end of the year all record books are to be sent to the Superintendent.

SECTION 8. ATTENTION TO DUTIES: Teachers shall de-

vote themselves exclusively to the duties of school during school hours, and shall use every available means for their own improvement in the work of instruction and discipline. They shall attend faithfully upon all meetings called by the Superintendent for counsel and mutual improvement, and perform such duties as they may be assigned.

SECTION 9. CO-OPERATE WITH SUPERINTENDENT: They shall co-operate with the Superintendent in carrying out the regulations of the Board in all matters pertaining to the grading, classification, instruction and discipline.

SECTION 10. ADVERTISEMENTS: No teacher shall read or distribute any advertisement, or allow any advertisement to be read in his or her school room without permission of the Superintendent.

SECTION 11. MODE OF DISCIPLINE: The teachers shall enforce such discipline in their several departments as would be exercised by a kind, firm and judicious parent in his family; and they shall resort to corporal punishment only when milder means have been tried and found to fail. All cases of corporal punishment shall be reported to the Superintendent no later than the close of the day on which the same took place.

SECTION 12. PARENTS NOTIFIED OF ABSENCE: Parents shall, in all cases, be notified when the absence of their children has accumulated to six half days in any consecutive four weeks, that they may co-operate with teachers in securing regular attendance.

SECTION 13. SUPERVISION OF PLAYGROUNDS: A male teacher or janitor may be required to remain on the school yard during the recess and noon intermissions whenever more than ten pupils are at play upon it. He shall see that their play is free from rudeness, that no improper language is used and that no damage is done to any of the school property.

SECTION 14. SUPERVISION OF STUDY-ROOM: Each lady teacher shall, in turn, take such control of the halls and study-

rooms during intermission as may be directed by the Superintendent.

SECTION 15. PROGRAMS: The program of exercises in each room, before being adopted or afterwards changed, must be submitted to the Superintendent for his approval.

SECTION 16. DUTY OF ASSISTANT: It is the duty of all assistants to bear in mind that they are subordinates, that the Superintendent has charge of every department, and that any improved mode of instruction or discipline which he may deem essential to the best interests of their school must be honestly and thoroughly tested by them.

SECTION 17. YEARLY REPORT: At the end of each school term they shall furnish the Superintendent the following summary:

1. Number of different boys enrolled during the year.
2. Number of girls.
3. Average daily attendance for the year.
4. Average number belonging for the year.
5. Number of cases of tardiness for the year.
6. Per cent of attendance.
7. Average age of pupils.
8. Names of pupils neither absent nor tardy during the year, and such other items of information as he may desire.

SECTION 18. RESIGNATION: No teacher shall have a right to resign during the term for which he or she was appointed, without the consent of the Board, and at least two week's notice; but the Board reserve to themselves the right to dismiss any teacher for violation of the rules, unfitness or incompetence.

SECTION 19. TEACHERS' MEETINGS: It will be the duty of all teachers of the City Schools to meet three days preceding the commencement of the fall term, and thereafter during the school year, at such time and place as the Superintendent may

direct, for the purpose of mutual consultation in regard to the interests of the school, modes of discipline, of imparting instruction, etc., with a view of rendering themselves more efficient in the discharge of their duties, by free interchange of thought on the various subjects connected with education and school government, and to secure uniformity in the different departments. No teacher shall be absent from any teachers' meeting called by the Superintendent without an excuse that would justify an absence from school.

SECTION 20. Compliance with the foregoing regulations shall constitute a part of the contract made by the Board with each teacher.

ARTICLE V.

DUTIES OF PUPILS.

SECTION 1. ELIGIBILITY: No pupil will be admitted under six or over twenty-one years of age, or who is known to be infected with vermin or any contagious disease, or coming from a family where such a disease exists.

SECTION 2. CONFORMITY TO RULES: Pupils are required to conform to the rules of the school and obey promptly all the special rules and directions of the teachers; to observe good order and propriety of deportment, not only during school hours, but in going to and returning from school; to be diligent in duty, respectful, polite and obliging to teachers and school mates; to be neat and clean in person and attire. In a word, pupils are expected to do right.

SECTION 3. PROMPT ATTENDANCE: Pupils are expected to be regular in attendance, and in case of absence or tardiness they shall bring a written excuse from parent or guardian not later than the next session attended. after such absence or tardiness.

SECTION 4. EXCUSE FOR ABSENCE: Any pupil failing to render sufficient excuse for absence or tardiness shall be liable

to detention after school, deprivation of customary privileges, or such other punishment as the teacher, with the concurrence of the Superintendent or Board, shall deem proper after due investigation.

SECTION 5. ABSENCE AND TARDINESS: Any pupil who shall be absent six half days in any four consecutive weeks (one tardiness being equivalent to one-half day's absence), without an excuse from the parent or guardian, given either in person or in writing, satisfying the teacher that the absences were caused by the pupil's own sickness, or by sickness in the family, or by some pressing emergency, rendering attendance impracticable, shall forfeit his or her seat in school, and the teacher shall forthwith notify the parents, either in person or in writing, and the Superintendent may suspend such pupil from school. No pupil thus suspended shall be returned again to school until the parent has given the Superintendent satisfactory assurances of punctuality and regularity in the future.

SECTION 6. TRUANCY: Absence from school without the consent of parents or guardian, leaving the school-room during school hours or the yard at recess without permission from the teacher or Superintendent shall be accounted truancy. All such cases must be at once reported to the Superintendent, who may suspend or punish pupils for said offense.

SECTION 7. ENTERING AND LEAVING PREMISES: Pupils must not come upon the school premises before the ringing of the first bell; must not leave the school before its close, or the grounds at recess without permission of teacher or Superintendent; and they are expected to leave the school premises as soon as dismissed.

SECTION 8. BEHAVIOR: Pupils are forbidden to indulge in unnecessary noise in or about the school building. On entering the house they must go direct to their rooms and refrain from repeatedly passing in and out. They must pass quietly up and down stairs, and refrain from congregating or talking in the hall, and anyone guilty of misconduct or rudeness of any kind, shall be liable to punishment as the case may demand.

SECTION 9. INJURING SCHOOL PROPERTY: Any pupil who shall wilfully deface or destroy any school property shall be charged with the full amount of the damage, and if the amount is not paid by the pupil or by his parents or guardian within five days after notification, the pupil may in the discretion of the Board, be suspended or prosecuted.

SECTION 10. READING MATTER: No pupil shall bring into school any reading matter having no connection with his studies.

SECTION 11. TEXT BOOKS: Pupils will not be allowed to retain their connection with the schools unless they are furnished with the necessary books and other articles required to be used in their respective classes. But in cases where children are in danger of being deprived of the advantages of school through the poverty of parents or guardian, the teacher shall report such to the Superintendent, who will furnish the required books to the teacher, who, in turn, will lend the same to the destitute pupils and be responsible for their return.

SECTION 12. EXAMINATIONS: In case of the absence of a pupil from examination, unless such absence was caused by sickness or some pressing emergency, such pupil shall be credited with a grade equal to one-half his class standing for the period which the examination was intended to cover.

SECTION 13. TRANSFERRING PUPILS: Pupils may be transferred from a lower to a higher grade as their several abilities and the good of the school may require, and any, who from indolence, irregularity of attendance or any other cause, are unable to keep pace with their classes may be transferred to a lower grade at the discretion of the Superintendent.

SECTION 14. CARE OF REPORTS: Pupils must carefully preserve their monthly reports and return them promptly with the signature of parent or guardian when required by their teachers.

SECTION 15. ENTIRE COURSE: Pupils must follow the prescribed course of study, unless excused by the Superintendent at the written request of parent or guardian.

SECTION 16. RESTRICTED TO THEIR OWN ROOM: Pupils must not leave the grounds, nor go into any school rooms but their own, without the permission of their teacher.

SECTION 17. MUST BRING REQUESTS FROM PARENTS: No pupil shall be permitted to leave school before the usual time of closing (sickness excepted) unless at the request of their parents, in writing or in person, and any pupil who shall violate this rule twice in any term shall be suspended by the Superintendent; provided the teacher shall have notified the parents of the first offense.

SECTION 18. IMPROPER CONDUCT: No pupil shall be allowed to remain in school who shall make use of profane or obscene language, written or oral, or who is habitually tardy or truant, or guilty of flagrant disobedience in any form during school hours, and in all cases when the conduct and habits of a pupil are found injurious to his associates, it shall be the duty of the Superintendent, under the advice of the Board, to suspend such pupil from school.

SECTION 19. Pupils may be detained for a reasonable length of time after school hours for disciplinary purposes or for failure to get lessons, if the teacher so desire.

SECTION 20. GRADUATION: No pupil shall be entitled to the honors of graduation whose standing in any study shall be less than 75 per cent, or whose average shall be less than 80 per cent. The diploma of the High School will be conferred upon all who creditably complete the full course of study prescribed by the board of Education.

SECTION 21. All graduates who enter for review must take at least four studies and conform to the rules of the school in the same manner as the regular pupils.

ARTICLE IV.

DUTIES OF JANITOR.

SECTION I. CARE OF SCHOOL PREMISES: The Janitor

shall have the care of, and be responsible for the proper condition of the school buildings, out-houses and grounds appertaining thereto, under the immediate control and direction of the Superintendent.

SECTION 2. REMAIN DURING SCHOOL HOURS: He shall remain in or about the school building during school hours and on Saturday and perform promptly whatever duties may be assigned him.

SECTION 3. PREMISES READY: He shall have all the rooms and premises ready for school at 8:30 o'clock in the morning, shall allow no pupil to enter the building after school closes, and shall secure the building against all intruders while school is not in session.

SECTION 4. GENERAL DUTIES: He shall have charge of the heating apparatus, shall keep clocks regulated, provide water for pupils, ring the bell at proper times and attend to everything that may tend to make the school house and premises neat, comfortable and attractive, and himself useful in promoting the best interests of the schools.

SECTION 5. DISORDERLY CONDUCT: He is especially authorized and instructed to prevent any disorderly conduct or improper behavior about the school premises, and to report to the Superintendent any use of profane language or tobacco, any violation of the rules and any damage done to the school property by any one.

SECTION 6. DISORDER IN OUT-HOUSES: It shall be the duty of the Janitor to put a stop to and report any disorder in the out-houses or basements. Also to report any pupil whom he may know to use profane or immoral language or to have in any way defaced the buildings or furniture.

SECTION 7. SWEEPING AND DUSTING: He shall sweep the rooms, halls and stairways every afternoon and carefully remove the dust from all school furniture *the next morning*.

SECTION 8. CLEANSING OF SCHOOL PREMISES: The Janitor shall, at such times as may be necessary to insure cleanli-

ness: or when instructed by the Superintendent so to do, attend to the washing of the floors, seats, desks, stairs, doors, wainscoting and windows; he shall keep all the rooms and wall of the building in neat condition, and remove the dust from the ceiling and walls of the school; he shall also remove all snow and ice from the steps of the buildings, and from the sidewalks, both inside and outside of the school yards.

SECTION 9. DUTIES DURING VACATION: Before the opening of school in the fall and during each vacation, he shall thoroughly wash all wood-work, desks, windows and transoms, inside and outside; thoroughly scrub all floors, stairs, platforms, out-houses and walks; dust the walls and ceilings and clean up the yard and basement.

SECTION 10. REPAIRS: Under the direction of the Superintendent or Board he shall make all necessary slight repairs and have oversight of the school premises during vacation.

SECTION 11. DEALINGS WITH TEACHERS AND PUPILS: He shall be kind and considerate to pupils, courteous to teachers and helpful in maintaining order in the hallways or on the school grounds. He shall see that no pupils loiter on the school grounds after the noon and evening dismissal or return to them before 8:30 a. m. and 1:00 p. m.

SECTION 12. COMPLYING WITH REQUIREMENTS: Any Janitor failing or refusing to comply fully with any or all the foregoing terms, conditions and requirements, shall be liable to dismissal at any time.

ARTICLE VII.

CLASSIFICATION.

SECTION 1. The Roodhouse City Schools shall consist of High School, Grammar, Intermediate and Primary Departments.

SECTION 2. THE PRIMARY DEPARTMENT shall consist of two grades known as the first and second.

SECTION 3. THE INTERMEDIATE DEPARTMENT shall consist of the third, fourth fifth and sixth grades.

SECTION 4. THE GRAMMAR DEPARTMENT shall consist of seventh and eighth grades.

SECTION 5. Each Grade of the various departments shall represent one year's work, and, when practicable; be divided into two classes, the higher to be known as the "A", and the lower one as the "B" class.

SECTION 6. THE HIGH SCHOOL shall consist of four classes, known as First Year, Second Year, Third Year, and Fourth Year, and each class shall pursue such studies as the Board may direct in the Course of Study.

GOURSE OF STUDY

FOR THE

Roodhouse City Schools.

FIRST GRADE.

READING: FIRST TERM.—Script on blackboard, eighty to one hundred words, taught by words and phonic methods. The words are to be selected from the names of objects familiar to the children, or from the names of objects presented before the children by the teacher in recitation, and also from the Charts and First Readers. As soon as practicable, combine the words learned into easy groups and short sentences, in script on the blackboard. Train the pupil to see the entire short sentence and then to speak it naturally, never allowing the pupil to drawl. After a few days of school, begin to train the child to distinguish sounds, by pronouncing the words slowly, or prolonging each sound until the word is separated into its elements. Do not hurry, but practice a little each day after beginning this work. As the pupil advances and learns that a certain letter represents a certain sound, tell him the name of the letter. Thus teach the short and long sounds of the five regular vowels, and the ordinary unmarked sounds of the consonants. No marking

of sounds in this term. If the judgment of the teacher suggests it, the pupils may begin the regular use of Barnes' First Reader in the latter part of the term, following the suggestions given for the second term.

SECOND TERM.—As soon as the required number of words has been taught as outlined above, the child may begin the regular use of the book. Do not allow pupils to read a lesson from the reader until they have mastered every word in that lesson by means of blackboard drill. If necessary, take all the recitation to teach the new words, as a preparation for reading the lesson in the following recitation. By questions and conversation, teach pupils the thought of the sentence or lesson before they attempt the expression. Have very little concert reading, using it only as a rapid drill when necessary. Barnes' First Reader, and supplementary readers. Continue the phonic drills, cedilla c, soft g, sounds of th, s like z, various diphthongs used. Mark the simpler sounds used in this term.

SPELLING: Written and oral, the latter both by sound and by letter. Require all words learned to be spelled by letter, and all monosyllables also by sound. The first spelling to be done by copying words from the blackboard. Later the spelling may be done by using the words in sentences dictated by the teacher. If the pupil is uncertain in oral spelling, have him look at the form in the book or elsewhere, and thus impress the picture on his memory.

WRITING: Careful writing of the letters most easily made and commonly used, as i, n, in, m, a, mamma, man, e, men, mine, name, c, mice, nice mamma, o, no, none. one, one man, etc. • Exercises for free movement, hence much of the writing should be done on the board where the letter can be written in a large form. Rule the slates uniformly for a large form. The teacher is advised to use the vertical script at all times. Give careful drill in imaginary writing to impress the form before attempting the letter or figure for the first time.

NUMBER: FIRST TERM.—The teacher is advised to defer the regular teaching of Number at least until the second school

month. Addition and subtraction tables through six. Exact multiplication and divisions, product and dividend not to exceed six. Small fractions of the numbers studied. Easy concrete problems based on the Literature and Nature Study.

SECOND TERM.—Teach the combinations through ten, with daily reviews of preceding combinations. Addition and subtraction tables including ten. Exact multiplications and divisions through ten. Small fractions of the numbers studied. Reading and writing of Arabic numerals including 100, and Roman numerals used in the reading lessons. Addition of single columns of figures whose sum does not exceed ten. Easy parts of liquid and dry measures, the foot and the yard, cents and dimes, seven days in the week. Easy concrete problems based on the Literature and Nature Study.

LITERATURE AND LANGUAGE: FIRST TERM:—Familiar conversations about objects, first to overcome the timidity of the pupils, then to teach them to observe closely, describe exactly, and use new words intelligently in complete sentences. Descriptions of objects and pictures. Reproduction of simple stories, read or told to the pupils by the teacher. Begin by telling a short section of the story, conversing about it, and having it told orally by the pupils; tell another section another day; conversing about it as before, reviewing the preceding portion, and connecting the new part with the old, thus reproducing and reviewing as the story progresses. The following stories are suggested as used by leading primary teachers in the fall term: The Old Woman and Her Pig, The Three Bears, the Lion and the Mouse, The Anxious Leaf, The Little Match Girl, and The Fir Tree. Written Language: Copying of name and sentences from the chart and blackboard, using capitals and punctuation marks as given in the copy. Written reproduction of the stories after their oral reproduction. How to begin and end the sentence, capitals beginning proper names and in writing I and O.

SECOND TERM.—Suggested stories: The Four Musicians, The Snow Man, The Elves and the Shoemaker, The Discontented Pine Tree, and the Ugly Duckling. Continue as directed for the first term. Teach the correct use of a, an, this, that,

these, those, is and are, was and were, am, easy singular and plural forms, memorizing of maxims, short stanzas, and choice selections suitable for primary grade.

DRAWING: Objects drawn by having the object placed before the child. Molding of easy objects before the pupil. Crude pictures illustrating the Literature stories, representing the ideas of the mind of the pupil.

MUSIC: The teaching of appropriate songs, usually involving motion. Sing the natural scale from the staff. Daily drills by the teacher.

PHYSIOLOGY: Oral work, text in hand of teacher.

MISCELLANEOUS: Physical training given in calisthenics, marching, card sewing, etc. Cleanliness of person and dress cultivated. Training in obedience, politeness, truthfulness, unselfishness.

SECOND GRADE.

READING: Barnes' Second Reader. Supplementary Readers and Robinson Crusoe, the latter being the principal Literature. All new words in the lesson to be taught first from the blackboard. The thought of the reading lessons should be mastered. Phonic drills on all new words, with the simpler diacritical markings. Cultivation of an easy, conversational style.

SPELLING: Writing words and sentences from dictation. Oral spelling frequently, both by sound and by letter. Teach the division into syllables of all words except monosyllables.

WRITING: Careful making of Capitals used in the written Language in the reading lessons. Exercises for free movement. Writing of stanzas of poetry the pupils have learned. Reviews of small letters. Copy Book No. 1.

NUMBER: Addition and subtraction tables through 20. Analysis of all numbers up to and including 100 into tens and

units; as 27 is composed to two tens and seven units. Addition of numbers in three or four columns, having nothing to carry. Subtraction of similar numbers, having nothing to borrow. Various operations involving no number greater than 20. Small fractions of all the numbers including 20. Multiplication table of 10's. Liquid, dry, time measures learned. Easy concrete problems based on Literature and Nature Study. Making easy change in U. S. money. Learn the forty-five combinations.

LITERATURE AND LANGUAGE: Stories from Robinson Crusoe and Nature study, reproduction both orally and written. Learn to paragraph. Copying of poems from memory. Writing of short letters in correct form. Review the points begun in the first grade.

DRAWING: Follow the suggestions given for the first grade. Prang's Drawing Book No. 1.

MUSIC: Regular drill by the teacher of music, both from the chart and from the First Music Reader. Seek distinct articulation and purity of tone. Avoid straining the tones. Daily drills by the teacher on the weekly lesson. Teaching of new appropriate songs. Give special attention to singing for special days and seasons.

PHYSIOLOGY: Oral work, text in hand of teacher.

MISCELLANEOUS: Occasional recreations in paper weaving, color work, etc. Regular drills in calisthenics. Cultivation of correct manners and right morals.

THIRD GRADE.

READING: Barnes' Third Reader. Continue the drill on all new and difficult words. Study the words at the top of the lessons in the recitation when the lesson is assigned. Give careful attention to distinct articulation and correct expression. Do the language work in connection with each lesson. Continue

the phonic exercises begun in the preceding grades. Supplementary work in Stickney's Third Reader.

SPELLING: Special attention to difficult words in all studies. A daily lesson should consist of words selected from the reading lesson.

NUMBER: White's First Book in Arithmetic, part one. Have nothing written except the written exercises, aim to secure rapid mental work, reading and writing Arabic numerals to 100,000 and Roman numerals to D. Easy concrete problems involving operations similar to the work of the text book. Review the tables of denominate numbers taught in the second grade, teach in addition the tables of Long Measure and Avoirdupois Weight. At the completion of this year's work the pupil should be able to multiply, and divide by short division any number rapidly by one figure.

LANGUAGE: Reed's Introductory Language, Lesson XLIV. Composition, letter-writing, blackboard, and seat exercises to cultivate the use of correct forms in writing, including spelling, punctuation, paragraphing, indenting, use of capitals, abbreviations, titles, addresses, signatures. Aim at neatness and correctness. DeGarmo's Language Work, Part I, will furnish the teacher suitable supplementary material for oral and written work.

DRAWING: Clay modeling and drawing of leaves, fruits, vegetables, and animal outlines. Pictures illustrating stories read or told to the children. Color studies with parts of plants, animals, and other objects. Prang's Drawing Book No. 2.

MUSIC: One lesson each week by the regular music instructor. Daily drills by the teacher. Exercises from First and Second Music Readers. Appropriate songs taught from time to time.

PHYSIOLOGY: Oral work, text in hand of teacher.

MISCELLANEOUS: Oral lessons in Physiology by the teacher, based on the Child's Book of Health, Ginn and Company.

FOURTH GRADE.

READING: Barnes' Fourth Reader to Lesson L. Give special attention to accent, emphasis, and inflection. Learn the meaning of new words from their use in the lesson. Follow the directions previously given for learning new words. Train the pupil to express the thought of the author in the pupil's own words, to obtain mastery of the thought. Frequent drills in phonics and diacritical markings.

SPELLING: Reed's Words Lessons to Lesson LXXXI. Special attention to difficult words in all lessons. Teach division of words into syllables. Review.

WRITING: Copy Book No. 3. Special exercises by the teacher to teach correct forms and to secure ease and rapidity of movement. The teacher should use care to see that the instruction in writing is not disregarded by the pupils in their written exercises other than the regular period for writing.

ARITHMETIC: Review the written exercise in Part I of White's First Book; study carefully through Part II, remembering that the statements and definitions are not only for the benefit of the teacher in explaining to the pupils but also to be committed by the children. Give careful, patient drills in reading and writing Arabic numbers; frequently review in all work. Special attention to neatness in all written and blackboard work; reading and writing of Roman numerals to M. At the completion of this year's work the pupil should be able to multiply and divide rapidly by any number.

LANGUAGE: Reed's to Lesson XCV. Review third year's work. Aim to teach the correct use of English, both oral and written, not the rules and definitions of grammar. Insist upon carefulness and neatness, and do not accept careless and slovenly work. The teacher must correct individual mistakes in punctuation, abbreviations, capitals, paragraphing, spelling, and grammatical forms. Pupils should write Language exercises as neatly as they do the regular writing exercises.

GEOGRAPHY: Oral exercises by the teacher, based on State Course of Study for the fourth grade. Much of the Language work can be connected with the geography exercises and with the work in history and literature.

HISTORY: McMurray's Pioneer Stories of the Mississippi valley, told by the teacher, and reproduced orally and written by the pupils. These stories will serve as a basis for interesting work in Language.

DRAWING: Pictures and sketches to illustrate the ideas gained by the children from the geography, history, and language stories. Drawings of the materials gathered for Nature study. Use Prang's Drawing Book No. 3.

MUSIC: One lesson each week by the music instructor. Exercises from the First and Second Music Readers and from the Chart. Daily drills by the teacher. Appropriate songs taught from time to time.

PHYSIOLOGY: Lessons in Hygiene, Part I.

FIFTH GRADE.

READING: Barnes' Fourth Reader completed. See that the thoughts and truths of the lessons are understood and impressed. Explain all allusions. The definitions are to be committed by the pupils and the meaning of all new words should be studied in their connections in the sentences. Follow carefully the directions for reading following the lessons. Teach the use of the dictionary.

SPELLING: Reed's Word Lessons to page 113. Frequent reviews both written and oral. Give regular attention to syllabication. Spell important words orally in connection with every branch of study. Review Part I.

WRITING: Copy Book No. 4. Frequent drills in easy

and rapid movements. Insist upon care in position and neatness of work. Connect this work with all the written exercises.

ARITHMETIC: Review Part II of White's First Book and study Part III. The rules should be committed by the pupils. Train pupils in neat blackboard and written work. Give much oral drill in way of reviews. Give special attention to the tables for denominate numbers and to fractions, both common and decimal and drill on writing any number in Roman numerals.

LANGUAGE: Reed's completed. Review fourth year's work. Continue the line of work suggested for the preceding grade. Freedom and accuracy in the use of English, both oral and written, are the aims, and attention of the teacher or individual mistakes is imperative.

GEOGRAPHY: Appleton's Elementary, to South America. Do not hurry, and use the book in all recitations, so that the recitations may be more of a conversation than a test of memory. Children should sketch maps on the board and on paper. The teacher should be prepared to furnish the pupils in the recitations additional facts of interest. Give regular drills upon the pronunciation of all difficult words, and see that pupils do not need to stammer over them each time they are met.

HISTORY: Stories told or read by the teacher, based on the Second Series of McMurray's Pioneer Stories or Montgomery's Primary History. Oral and written reproduction of the stories by the children. Through these stories pupils can be interested in the library and collateral reading.

DRAWING: See suggestions for preceding grade.

MUSIC: As outlined for the preceding grade.

PHYSIOLOGY: Part I.

SIXTH GRADE.

READING: Barnes' Fifth Reader to Lesson LXX. See the suggestions given for the fifth grade.

SPELLING: Reed's Word's Lessons to page 153. Exercises both oral and written. Use blanks for written work. Give frequent lessons in words selected from the other text-books. Review Part II.

WRITING: Copy Book No. 5. Frequent exercises on practice paper as drills in easy movement and rapidity.

ARITHMETIC: White's Complete Arithmetic to Percentage. Omit review problems beginning on page 76. Omit Metric System and give much drill in the mechanical processes of common fractions and denominate numbers and writing of numbers.

LANGUAGE: Reed and Kellogg's Graded Lessons in English to Lesson XCVIII. Use great care in the oral use of correct forms. In this grade pupils should master the forms of the verb studied, forms of pronouns; and should have fixed habits of correct forms in punctuation, use of capitals, indenting, and the forms of letter writing and composition writing. Connect the language work with all the written exercises and carry out the principles taught in this study through all the other studies.

GEOGRAPHY: Elementary completed from page 19, and reviewed. The teacher should familiarize herself with all available sources of interesting matter for presentation to the pupils, and encourage the use of the Library books which furnish collateral description and history. Teach free-hand drawing. Each pupil should be provided with a good hardwood ruler and eraser.

HISTORY: Primary History completed. Use maps freely, supplement by story books from the school library, historical poems.

DRAWING: Exercises closely related to the Geography,

Reading, Nature Study, and other branches. Lessons from the blackboard by the teacher, and the principles of enlarging accurately should be taught. Prang's Drawing Book No. 5.

MUSIC: As outlined for the preceding grades. Use special care to avoid harsh tones.

PHYSIOLOGY: Part II.

SEVENTH GRADE.

READING: Barnes' Fifth Reader completed. Continue the use of the dictionary in learning new words. Give careful attention to the exercises following each lesson. Study the historical references, and explain all classical and other allusions. The school library will furnish good books of reference. Have appropriate poems and classic selections memorized. Secure a large amount of vigorous, oral reading, with limited discussion.

SPELLING: Reed's Word Lessons from page 6 to 153. Daily written exercises, and frequent oral reviews. Require neat and satisfactory results. Teach the intelligent use of the dictionary.

WRITING: Daily drills by the teacher, the pupil using practice paper and Copy Book No. 6. Clear, legible form, with ease and rapidity of movement, should be the aim. See that the directions given in the writing period are carried out in all written exercises.

ARITHMETIC: White's Complete. Review fractions and denominate numbers and take up these topics in order: Percentage, Profit and Loss, Interest, Bank Discount, and the five problems in Simple Interest.

GRAMMAR: Graded Lessons finished in first term; Higher Lessons in English in second term to Lesson XLIV. Do all the work, but do not hurry. Accept only thoughtful sentences

when constructions are required, and do not accept slovenly work under any circumstances. Oral drill should usually precede written exercises.

GEOGRAPHY: Appleton's Complete through Europe. Call attention to all connected historical topics and persons. Supplementary material from articles of travel, from papers, magazines and books. Continue the instruction in enlarging and drawing maps.

HISTORY: Barnes' Brief History. Use the maps freely. Supplement by stories, books from the school library, historical poems, etc.

MUSIC: As given in the preceding grades.

PHYSIOLOGY: Part II.

EIGHTH GRADE.

READING: Selections from American and British Classics. Regular use of the dictionary for all unfamiliar words. Follow suggestions given for the preceding grade.

SPELLING: Reed's Word Lessons completed and reviewed. Follow the suggestions given for the preceding grade.

WRITING: As outlined for the seventh grade. Copy Book No. 7.

ARITHMETIC: White's Complete, finished, beginning with Percentage. Give special attention to measurements of surfaces and solids, The Metric System, Square and Cube Root. Review thoroughly the entire book.

GRAMMAR: Reed and Kellogg's Higher Lessons completed, beginning with section II. Do all the composition work suggested, giving attention to the arrangement of thoughts and paragraphs.

GEOGRAPHY: Appleton's Complete, beginning with Asia.

Reviews from the work of preceding grade after the book is completed. Continue map drawing, and follow suggestions for seventh grade. Geography in first term only.

HISTORY: Barnes' Brief History throughout the year. Advance slowly, and have thorough discussions of all topics. Lead pupils to obtain supplementary facts from all available sources. Teacher should suggest suitable books from the school library. Have all maps drawn first in outline, and locate important places, events, and campaigns as studied. Map study should precede the discussion of the text.

PHYSIOLOGY: Hutchison's Physiology and Hygiene, begun in the second term. First read and discuss the chapter in recitation, then recite from the topical outline and topical review as a test of mastery of the text. The main object should be familiarity with the subject matter, rather than repetitions from memory.

MUSIC: As in preceding grade.

Nature Study For All Grades.

The teachers are advised to study the course of Nature and Science work outlined in McMurry's Course of Study for the Eight Grades, Jackman's Nature Study, and the outlines for nature study in the State Course of Study.

HIGH SCHOOL COURSE.

FIRST YEAR.

FIRST TERM.

Physiology.
Algebra.
Botany.
American Classics.

SECOND TERM.

Civil Government.
Algebra.
Physical Geography.
British Classics or Latin.

SECOND YEAR.

Algebra.	Algebra.
Rhetoric, three times per week.	Rhetoric, three times per week.
Classics, two times per week.	Classics, two times per week.
Zoology.	U. S. History.
General History or Caesar.	General History or Caesar.

THIRD YEAR.

Geometry.	Geometry.
Physics.	Physics.
(Grammar.	(Grammar.
(Classics.	(Classics.
General History or Vergil.	General History or Vergil.

FOURTH YEAR.

Arithmetic.	Arithmetic.
English Literature.	English Literature.
Geometry.	Astronomy.
Chemistry.	Chemistry.

The first four studies named in the first, second and third years in the above outline shall form the English Course, and the first three, together with the Latin study for each year, shall constitute the Latin Course. All the fourth year studies are required in both courses.

Eighth Grade and High School Literature.

EIGHTH GRADE: FIRST TERM.—Hawthorne's *Tales of The White Hills*, Riverside Literature Series, No. 40. SECOND TERM.—Essays From Irving's *Sketch Book*, Riverside Literature Series, No. 51.

HIGH SCHOOL. FIRST YEAR CLASS: FIRST TERM.—Seven American Classics. SECOND TERM.—Seven British Classics.

SECOND YEAR CLASS: FIRST TERM.—Goldsmith's *Deserted Village*, Maynard's English Classic Series, No. 6. or Addison's *Sir Roger de Coverley Papers*, Maynard's English Classic Series, No. 18, or both. SECOND TERM.—Tennyson's *Elaine*, Maynard's English Classic Series, No. 56.

THIRD YEAR CLASS: FIRST TERM.—Longfellow's *Evangeline*, Riverside Literature Series, No. 1. SECOND TERM.—Longfellow's *Courtship of Miles Standish*, Riverside Literature Series, No. 2.

FOURTH YEAR CLASS: FIRST TERM.—Shakespeare's *Merchant of Venice*, Riverside Literature Series, No. 55. SECOND TERM.—Shakespeare's *Julius Caesar*, Riverside Literature Series, No. 67.

In the Eighth Grade the Literature should take the place of one recitation each week in reading and grammar, and serve as the basis for all composition and construction in grammar, and related supplementary work.

In the First Year Class the Literature should take the time of two recitations per week in grammar, and should serve as the basis for all work in analysis, construction of sentences, etc., assigned as supplementary work.

In the Third Year Class the Literature should be used to take the place of two recitations per week in rhetoric, and in the Fourth Year Class to take the place of two recitations per

week in English Literature, serving as the basis for supplementary work in composition and constructions.

The course in literature is necessarily subject to changes, which will adapt it to the requirements of higher institutions accrediting our high school, and to the needs of the special classics, but the foregoing outline represents the minimum amount required of pupils who creditably complete the courses of study.

General Remarks and Requirements.

Literary exercises shall be held in each grade, in which each pupil shall participate at least once each month, unless excused by the Superintendent on receiving a satisfactory reason from parent or guardian. All work intended for such exercises must be submitted to the teacher for approval before the day of delivery.

Regular written examinations may occur at the close of each month's work. Teachers desiring to hold such examinations at other times shall do so only on permission of the Superintendent. In place of such examinations, however, each teacher at his or her discretion may hold written reviews, to extend no longer than the usual recitation period. All such written recitations shall be given without previous notice, and will be estimated as ordinary recitation work in determining the pupils's standing.

The standing of pupils shall be determined by daily recitations, written reviews, and final examinations at the close of the term. Final examinations shall be estimated as one-fifth of the pupil's work. However, when pupils are absent from final examinations, except in cases of sickness or other known emergency, they shall be credited with one-half their class standing for the term.

General Suggestions to Teachers.

Teachers are advised to study closely the work outlined for their special grade, and also for the preceding and succeeding grades, that they may perform their work intelligently and understand its relation to the work of the conducting grades. Before taking up a new topic or phase of any branch, consult with the Superintendent as to the best method of presenting it. When in doubt concerning the advisability of any course of action in the management of the grade or any pupil, consult with the Superintendent, and thus mistakes may be avoided. Few cases arise that demand hasty and immediate attention, and in such emergent cases, send for the Superintendent and advise with him privately before any action is taken in the matter.

Before beginning a recitation, see the pupils dismissed from recitation understand their duties and how they are to prepare for their next recitation. Assign lessons at the beginning of the study period, and give explicit directions about their preparation. Do not take it for granted that pupils should know how to study their lessons. Your duty is to teach them how to study, and failure in the proper preparation of a lesson is usually the fault of the teacher in neglecting to give clear directions.

Do not exact more from your pupils than you exact from yourself. Do not expect pupils to know facts, definitions, and statements which you yourself have to verify by referring to the text-book. Do not censure pupils for forgetting what you have told them, but rather censure yourself for not presenting the matter in a more forcible and pedagogical manner, and tell them again and again if necessary. Training can result only from years of precept, example and practice.

Do not repeat the answer of pupils in recitation. If the pupils do not recite clearly, have them recite again. They are benefited by what they do, not by your recitation for them. In recitation, require pupils to stand erect, away from seat or desk, and to speak or read clearly and intelligently. Correct habits

are more important than text-book facts in the formation of character.

Require no more written work than the pupils can do neatly and accurately. Five sentences carefully and thoughtfully written are worth more than fifteen thoughtlessly and hastily scribbled. Pay attention to the form of all tablet work. Never forget the importance of habit in education. Teachers in the primary department should require no more written work than they can examine and correct. Do not assign written exercises simply as busy work, if you do not aim to correct and call attention to mistakes. It is sometimes good for a pupil to sit still and do nothing.

Always inculcate habits of order and neatness. Teach pupils to pack their books orderly in their desks, and to keep their premises free from trash and disorder. Books and desks should be kept free from pencil marks, and the rights of property should ever be considered. Train pupils to be thoughtful of the rights of others and thus protect their own rights. Encourage pupils in the use of the library books, and become acquainted with juvenile books that you may wisely stimulate and direct the reading habit of your pupils. Respect for authority, and the formation of habits of obedience, honesty, truthfulness, and self control are the leading aims of the true teacher. Remember that the chief aim of the school is character building.

List of High School Graduates.

CLASS OF '84.

Jessie Shield-Starkey,
Mt. Carmel, Ill.

CLASS OF '85.

Laura Call-Pinkerton,
Nebo, Ill.

Daisy Lemon-Wamsley,
Arcadia, Mo.

Nellie Lemon-Burger,
Clark, Mo.

W. C. Roodhouse.

Mae Roodhouse-Boulby.

Effie Thompson-Husted.

Mary Thompson-Conlee.

E. J. Vantuyle.

Nannie Wieser.

CLASS OF '86.

Edith Auberer.

G E Long, Chicago, Ill.

Julia Ruyle, Athensville, Ill.

Taylor Sheppard,
Beardstown Ill.

Loie Wean.

CLASS OF '90.

Dora Hardcastle-Cord,
Dodge City, Kas.

Priscilla Mehrhoff, New York.

CLASS OF '91.

Angie Carr, Farmer City, Ill.

Luella Maiden, St. Louis, Mo.

CLASS OF '92.

Ada Hopkins.

May Simmons—, Kane, Ill.

Anita Higbee-Maddern,
St. Louis.

E. H. Higbee, St. Louis.

E. Cherry, Oakland, Cal.

Jesse L. Deck, Decatur, Ill.

Nellie Wieser.

CLASS OF '93.

Lula Harp-Whitehead,
Manchester, Ill.

Harold F. Murray,
St. Louis, Mo.

W. B. Strang.

Loodie Nichols-Crist,
Whitehall, Ill.

CLASS OF '94.

Dow Ebey, Indianapolis, Ind.

Love Good.

Jesse King.

Ethel Murray.

Edward Raffety,
Argentine, Kas.

Mollie Williams, St. Louis.

Celia Sawyer.

Lula Vandervoort,
Clayton, Ill.

Lutie Wieser.

CLASS OF '95.

Georgia Armstrong,
Joplin, Mo.

Willie Crissey, Quincy, Ill.

Willie Gerbing.

Leaton Boggess, Albany, N.Y.

John King, Carrollton, Ill.

Bert Barry, Bloomington, Ill.
Edna Sawyer.
Emma Strunk.
Effie Pinkerton, Nebo, Ill.
Alfred Davis.
Edwin Scott, Sandwich, Ill.

CLASS OF '96.

Docia Simmons.
Myrtle Thompson.
Viola York, Jacksonville, Ill.
Louise Baldwin,
 Bridgewater, Ill.
Josephine Good.
Georgia Heaton,
 Whitehall, Ill.
Nora Brickey.
W. Earl Thompson.
C. Floyd Murray,
 East St. Louis, Ill.
Frank Roodhouse.

CLASS OF '97.

Anna Marsh.
Maud Leighton.
Anna Kidd.
Nina Hale.
Grace Updegraff, Chicago, Ill.
Edith Jones.
Anna Dolan.
Edna Dill.
Daisy Wells.
Martha Bogges.
Catherine Orr.
Laura Moxley.
Oliver King.
Benson Sawyer.

Bert Wilkerson,
 Kansas City, Mo.
Albert Kammerer.
Ernest Long, Chicago, Ill.
Virgil Welty, Evanston, Ill.
John Strother.

CLASS OF '98.

Etta Gerbing.
Nonie Morrow.
Katie Dolan.
Nellie Grimes, St. Louis, Mo.
Laura York, Jacksonville, Ill.
Joe Wieser, St. Louis, Mo.
Walter Hatfield.
Walter Campbell.
Lon Harp.
Arthur Strunk.
Roy Anderson.

CLASS OF '99.

Kate Sawyer.
Mary Shuman.
Paul Howland.
Grace Cole.
Gertrude Hannaford.
Blanch Cobaugh.
Harry Morrow.
Joyce Lee.
Laura Pyle, Jacksonville, Ill.
Minnie Good.
Mattie Moore.
Nonie Dooley, Bloomington.
Della Howard.
Birdie Barnard.
Mamie McCarthy.
Mabel Madison.
Lillian Cole.

SECRETARY'S REPORT.

For the school year 1898-1899. A term of eight months was held, commencing on the first day of September, 1898. A Superintendent, Principal of High School, Assistant Principal and ten teachers were employed.

The salaries were as follows:

Superintendent.....	\$ 100 per month.
Principal of High School.....	\$ 70 per month.
Assistant Principal.....	\$ 45 per month.
Five Teachers at \$40 per month..	\$ 200 per month.
Five Teachers at \$35 per month..	\$ 175 per month.
Total.....	\$ 590 per month.

RESOURCES.

Balance on hand July 1st, 1898.....	\$ 731 00
State fund.....	\$ 603 64
Levy.....	\$7500 00
Total.....	\$8834 64

EXPENDITURES.

For teachers' Salaries.....	\$4720 00
For Bond and Interest.....	\$ 525 00
For Janitors' Salaries.....	\$ 560 00
For Coal.....	\$ 237 65
For Secretary's Salary.....	\$ 50 00
For Miscellaneous Supplies and Repairs...	\$2244 44
For Balance on hand July 1st, 1899.....	\$ 497 55
Total.....	\$8834 64

Amount of Tuition collected.....\$ 101 00
 Outstanding bonds—One Bond Old Series;
 Twelve Bonds New Series.

Number of males in District between 6 and 21..390
 Number of females in District between 6 and 21.340

Statement of Enrollment and Attendance, 1898-1899.

Summary of Statistics For 1898-1899.

Number of pupils enrolled.....	587
Number of boys enrolled.....	233
Number of girls enrolled.....	354
Number of teachers employed.....	13
Number of male teachers employed.....	3
Number of female teachers employed.....	10
Average number enrolled.....	498
Average daily attendance.....	440
Per cent. of attendance based on enrollment.....	75
Per cent. of attendance based on average enrollment.....	88
Number of days attended by non-resident pupils.....	1047
Average number of days attended by each one enrolled....	123
Number of days taught.....	163

Branches taught during term: Reading, Spelling, Writing, Arithmetic, Geography, Grammar, U. S. History, Physiology, Civil Government, Geometry, English Literature, Rhetoric, Botany, Zoology, Physical Geography, Algebra, Natural Philosophy, General History, Astronomy, Latin, English Composition, Chemistry.

JOHN W. STARKEY,
Secretary of the Board of Education.

List of Text Books.

ALGEBRA, Wentworth's School.

ARITHMETIC, White's First Book, White's Complete.

ASTRONOMY, Todd's.

BOTANY, Gray's Lessons, revised.

CIVIL GOVERNMENT, Illinois and the Nation.

CHEMISTRY, Shephard (briefer course).

GEOGRAPHY, Appleton's Elementary, Appleton's Higher.

Monteith's New Physical.

GEOMETRY, Wentworth's Plane and Solid.

GRAMMAR, Reed and Kellogg's Graded Lessons, Reed and
Kellogg's Higher Lessons.

HISTORY, Barnes' Primary, Barnes' United States, Barnes'
Ancient Peoples.

LANGUAGE, Reed's Introductory.

LATIN, Leighton's Lessons, Allen & Greenough's Rev. Gram-
mar, Harper's Caesar, Harper's Vergil.

LITERATURE, Shaw's New History, Seven American Classics,
Seven British Classics, Riverside Series, selected
Nos., English Classic Series, selected Nos.

PHYSICS, Avery's Elementary.

PHYSIOLOGY, Hutchison's.

READERS, Barnes' Series.

RHETORIC, Waddy's.

SPELLER, Reed's Word Lessons.

WRITING, Copy Books, Nos. 1-5.

ZOOLOGY, Packard's (briefer course).

